

CPC USE ONLY:
Application # **FY2014 - 5**
Qualifies: _____
Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
Public Services Administration Building
500 Dedham Avenue, Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Theodora K. Eaton, MMC, Town Clerk **Submission Date:** 12/1/13
2. **Applicant's Address, Phone Number and Email:** 3. **Purpose:**
(Please select all that apply)
- 1471 Highland Avenue
Needham, MA 02492
Contact Name: Theodora K. Eaton, Town Clerk
- ☐ Open Space
☐ Community Housing
☒ Historic Preservation
☐ Recreation
4. **Project Name:** Town of Needham Archival Vital Records Preservation
5. **Project Location/Address/Ownership (Control):**
Town Clerk's Office, 1471 Highland Avenue, Needham, MA 02492
6. **Amount Requested:** \$52,500
7. **Estimated Total Project Cost (If Different):** \$
8. **Critical Dates: (If Applicable)** N/A

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Project Name: Town of Needham Historical Vital Records Preservation

9. Project Summary: In 100 words or less provide a brief summary of the project:

In addition to the old records found in a large wooden box in the Town Clerk's vault, the Town Clerk's Vault contains some additional vital records – births, marriages, and deaths dating from late 1800's to 1919. The Town's vital records are all bound from 1919 to 2012 and are bounded annually.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

This project would complete the remaining unbound vital records of the Town of Needham from the late 1800's to the present. It would seem appropriate and in the best interest of the Town's and its history to have these vital records restored, deacidified and bound in a similar manner as those that have been bounds from 1919 to the present. We are requesting a quote on this project from Kofile Preservation which has done much work for Needham's historical records.

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.